



**BULLETIN RELEASE DATE: OCTOBER 31, 2014**  
**FINAL FILE DATE: NOVEMBER 28, 2014**

## CALIFORNIA PRISON INDUSTRY AUTHORITY

**INDUSTRIAL WAREHOUSE & DISTRIBUTION MANAGER I, PRISON INDUSTRIES 4PI20-01**  
**INDUSTRIAL WAREHOUSE & DISTRIBUTION MANAGER II, PRISON INDUSTRIES 4PI20-02**  
**OPEN - STATEWIDE**

AN EQUAL OPPORTUNITY EMPLOYER TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE, OR SEXUAL ORIENTATION.

IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE WORKPLACE. ANY APPLICANT FOR EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.

<b>POSITION (S) EXIST AT</b>	Avenal State Prison (Avenal, Ca) California State Prison Corcoran (Corcoran, Ca), California Men's Colony (San Luis Obispo, Ca), California Institute for Men (Chino, Ca), Folsom State Prison (Represa, Ca), Mule Creek State Prison (Ione, Ca) and OTD-North (Sacramento, Ca).
<b>WHO SHOULD APPLY</b>	Applicants who meet the minimum qualifications (entrance requirements) in this announcement and who have not taken the examination in the last 12 months may apply for this examination.
<b>HOW TO APPLY</b>	Applications (Form STD 678) are available, and must be filed by mail or in person, with the California Prison Industry Authority (CALPIA), Examination Unit, 560 East Natoma Street, Folsom, CA 95630-2200.  <b>DO NOT SEND APPLICATIONS TO THE CALIFORNIA HUMAN RESOURCES DEPARTMENT (CalHR)</b>  <b>Note: If you meet the minimum qualifications for both classifications with the same final filing date, you may apply for the examinations using the same application. Please indicate this on your application.</b>
<b>FINAL FILING DATE</b>	Applications (Form STD 678) must be <b>POSTMARKED</b> no later than 5:00 pm on <b>NOVEMBER 28, 2014</b> . <b>Faxed or Emailed applications will not be accepted.</b> Applications postmarked, personally delivered or received via interoffice mail after the final file date will not be accepted for any reason.
<b>SALARY</b>	<b>Industrial Warehouse &amp; Distribution Manager I, Prison Industries \$4394 - \$5454</b>  <b>Industrial Warehouse &amp; Distribution Manager II, Prison Industries \$4823 - \$5986</b>
<b>QUALIFICATIONS APPRAISAL INTERVIEW</b>	It is anticipated that interviews will be held during <b>JANUARY/FEBRUARY 2015</b> .
<b>SPECIAL TESTING ARRANGEMENTS</b>	If you have a disability and need special testing arrangements, mark the appropriate box in Part 2 of the "Examination Application". You will be contacted to make specific arrangements.
<b>ELIGIBLE LIST INFORMATION</b>	A departmental open eligible list will be established for the California Prison Industry Authority. Eligibility expires <b>12</b> months after it is established unless the needs of the service and conditions of the list warrant a change in this period.
<b>POSITION DESCRIPTION</b>	<b><u>Industrial Warehouse &amp; Distribution Manager I, Prison Industries</u></b>  Under full supervisory level in the Industrial Warehouse series. Incumbents plan, organize and direct staff, using a computer operating systems, on the receipt, storage, issuance and shipping of heavy volumes of raw materials, finished goods, and other related products and materials in a CALPIA Warehouse.

<b>POSITION DESCRIPTION (CONTINUED)</b>	<p><b><u>Industrial Warehouse &amp; Distribution Manager II, Prison Industries</u></b></p> <p>Under the general direction of the Prison Industries Administrator, is responsible for planning, organizing, and supervising the Warehouse, the Century Systems Distribution Program, and the Furniture Prompt Delivery Program within Avenal State Prison.</p> <p><b><u>Both Levels</u></b></p> <p>The incumbent oversees the general operation of the CALPIA Warehouse which includes warehousing and distributing methods and practices. The position supervises rank and file employees in addition to an inmate crew. Also, the position acts as Systems Administrator for Enterprise Resources Planning System (ERP) and the Outbound Logistic Management (OLM) Centralized Logistics Systems. Additional responsibilities include ensuring compliance of the safety program, tool control program, fleet and property management and computer security procedures.</p> <p>Incumbents are responsible for maintaining order and supervising the conduct of persons committed to the California Department of Corrections and Rehabilitation; preventing escapes and injury by these persons to themselves or others or to property; maintaining security of working areas and work materials; and inspecting premises and searching inmates, residents, or patients for contraband, such as weapons and/or illegal drugs.</p>
<b>REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION</b>	<p><b>Note:</b> All applicants must meet the education and/or experience requirements for this examination by the <b>Final Filing</b> date. Your signature on your application indicates that read, understand, and possess the minimum qualifications required. <b>Applications/resumes received without this information will be rejected.</b></p> <p><b>Note:</b> All applications/resumes <b><u>must include</u></b> "to" and "from" employment dates (month/day/year), time-base, and official employment titles. <b>Applications/resumes received without this information will be rejected.</b></p> <p>Accepted applicants are required to bring either a photo identification card or two forms of signed identification to each phase of the examination.</p>
<b>MINIMUM QUALIFICATIONS</b>	<p>Possession of a valid driver license of the appropriate class issued by the Department of Motor Vehicles.</p> <p><b>(NOTE: Appropriate class is defined as possession of a valid Class A, B or C California Driver License. Please provide this information in item #9 on the State application, STD 678. Applications received without Driver License information will be rejected.)</b></p> <p><b>Industrial Warehouse &amp; Distribution Manager I, Prison Industries</b></p> <p style="text-align: center;"><b>Either I</b></p> <p>One year of experience performing the duties of a class with a level of responsibility equivalent to an Industrial Warehouse and Distribution Supervisor, Prison Industries, within the CALPIA.</p> <p style="text-align: center;"><b>Or II</b></p> <p>Two years of experience performing the duties of a class with a level of responsibility equivalent to an Industrial Warehouse and Distribution Supervisor, Prison Industries, or a Materials and Stores Supervisor II (Correctional Facility) within the CALPIA.</p> <p style="text-align: center;"><b>Or III</b></p> <p>Three years of experience performing the duties of a class with a level of responsibility equivalent to a Materials and Stores Supervisor I (Correctional Facility) within the CALPIA.</p> <p style="text-align: center;"><b>Or IV</b></p> <p>Four years of experience in a storeroom or warehouse which must have included or been supplemented by two years of responsible supervisory or technical experience related to reordering, storing, distributing, or controlling the inventory of a wide variety of materials for a large organization. [Experience in the California state service applied toward the supervisory requirement must include at least two years in a class at a level of responsibility at least equivalent to a Materials and Stores Supervisor II (Correctional Facility).]</p>

<b>MINIMUM QUALIFICATIONS (CONTINUED)</b>	<p><b>Industrial Warehouse &amp; Distribution Manager II, Prison Industries</b></p> <p><b>Either I</b></p> <p>One year of experience performing the duties of a class with a level of responsibility equivalent to an Industrial Warehouse and Distribution Manager I, Prison Industries.</p> <p><b>Or II</b></p> <p>Two years of experience performing the duties of a class with a level of responsibility equivalent to an Industrial Warehouse and Distribution Supervisor, Prison Industries, within CALPIA.</p> <p><b>Or III</b></p> <p>Three years of experience (including supervisory experience) performing the duties of a class with a level of responsibility equivalent to a Materials and Stores Supervisor II (Correctional Facility) within CALPIA.</p> <p><b>Or IV</b></p> <p>Five years of experience in a storeroom or warehouse, which must have included or been supplemented by three years of responsible supervisory or technical experience related to reordering, storing, distributing, or controlling the inventory of a wide variety of materials for a large organization. [Experience in the California state service applied toward the supervisory requirement must include at least three years in a class at a level of responsibility at least equivalent to a Materials and Stores Supervisor II (Correctional Facility).]</p>
<b>SPECIAL PERSONAL CHARACTERISTICS</b>	Tact, patience, and ability to work with persons confined in a correctional institution.
<b>SPECIAL PHYSICAL CHARACTERISTICS</b>	Persons appointed to positions in this class must be reasonably expected to have and maintain sufficient strength, agility, and endurance to perform during stressful (physical, mental, and emotional) situations encountered on the job without compromising their health and well-being or that of their fellow employees or that of inmates. Assignments during tour of duty may include sole responsibility for the supervision of inmates and/or the protection of personal and real property.
<b>ADDITIONAL DESIRABLE QUALIFICATIONS</b>	Education equivalent to completion of graduation from college; assertiveness; experience in a correctional institution; supervisory experience; and possession of a valid Class A or B commercial driver license.
<b>EXAMINATION INFORMATION</b>	<p><b>QUALIFICATIONS APPRAISAL – WEIGHTED 100%</b></p> <p>This examination will consist of a qualifications appraisal interview. During their interview, competitors should be prepared to answer questions relating to areas shown under scope. In order to obtain a position on the eligible list, a minimum rating of <b>70%</b> must be attained in the interview. <b>COMPETITORS WHO DO NOT APPEAR FOR THE INTERVIEW WILL BE DISQUALIFIED.</b></p>
<b>SPECIAL NOTE: EDUCATION AND EXPERIENCE</b>	<p><b>If conditions warrant, this examination may utilize an evaluation of each candidate's experience and education compared to a standard developed from the class specification.</b></p> <p>For this reason, it is especially important that each candidate take special care in accurately and completely filling out their application. List all experience relevant to the "Requirements for Admittance to the Examination" shown on this announcement, regardless of how long it has been since you attained the experience. Supplementary information will be accepted but read the "Requirements for Admittance to the Examination" carefully to see what kind of information will be useful to the staff doing the evaluation.</p>
<b>SCOPE</b>	<p><b>A. Knowledge of: (Both levels)</b></p> <p><b><u>Industrial Warehouse and Distribution Manager I, Prison Industries</u></b></p> <ol style="list-style-type: none"> <li>1. Warehousing and distribution methods and practices, including cycle counting to ensure accurate inventory control.</li> <li>2. Regulations involved with incoming and outgoing shipments to meet mandated requirements.</li> <li>3. Various specifications and standards applicable to receipt of raw materials to ensure conformance with laws and regulations.</li> <li>4. Operation of motorized material-handling equipment, other machinery, materials, processes, tools, and equipment used in warehousing and distribution to apply to work projects and safety procedures.</li> <li>5. Safety practices and orders, including requirements for hazardous/toxic materials to ensure conformance with laws and regulations and maintain a safe working environment.</li> <li>6. Principles of personnel management and supervision to maintain a positive and</li> </ol>

**SCOPE  
(CONTINUED)**

- productive work environment.
7. The Department's Equal Employment Opportunity program objectives to comply with CALPIA's goals and objectives.
8. A supervisor's role in the Equal Employment Opportunity program objectives to effectively determine and implement appropriate courses of action.
9. Freight rates and classifications to ensure cost effective movement of shipments.
10. Quality standards and control to ensure compliance with CALPIA programs and regulations.
11. Enterprise Resource/distribution planning software to effectively manage warehouse and distribution efforts.
12. Budget preparation and cost control to operate within established budgetary guidelines.
13. A manager's role in the Equal Employment Opportunity program and the processes available to meet equal employment opportunity objectives.
14. Industry warehouse and distribution processes commonly utilized at CALPIA factories and warehouses to effectively manage operations at designated CALPIA locations.
15. Microsoft Office and other tools to provide accurate and timely reporting.
16. Industry standards regarding efficient and safe loading, unloading and transport of goods to ensure safe and timely delivery.

**Industrial Warehouse and Distribution Manager II, Prison Industries (in addition to 1-16 above)**

17. CALPIA purchasing and contract processes, statewide factory and warehouse operations, equipment and associated capabilities, vendor requirements, distribution scheduling, customer requirements and International Standards Organization (ISO) processes to ensure efficient management of CALPIA warehouse and distribution operations.

**B. Ability to: (Both levels)**

**Industrial Warehouse and Distribution Manager I, Prison Industries**

1. Comprehend and use CALPIA's computer operating systems to carry out various work activities.
2. Set up, repair, maintain, adjust, and operate required equipment related to warehousing and distribution to effectively carry out assignments.
3. Instruct and supervise inmates in warehousing and distribution techniques and safety practices to ensure quality control and a safe working environment.
4. Maintain firm, impartial, and consistent discipline to maintain positive and productive relationships.
5. Understand rules, regulations, laws and procedures to ensure regulatory compliance.
6. Determine whether incoming shipments meet the standards set by various State and Federal agencies and applicable laws and rules to comply with regulatory requirements.
7. Analyze situations accurately and take effective action to provide for efficient prioritization and completion of projects and assignments.
8. Keep records and prepare reports to evaluate and interpret data.
9. Read and write English at a level required to ensure a successful job performance.
10. Meet the physical requirements needed to perform the job, which may include standing, sitting, crouching, stooping, lifting, pushing, bending, lift up to fifty pounds and be able to handle emotional and stressful situations to meet mandated job requirements.
11. Instruct and supervise staff, inmates, or residents in warehousing/distribution techniques and safety practices to carry out various work activities.
12. Effectively contribute to the Department's Equal Employment Opportunity program objectives to maintain a fair and impartial work environment.
13. Serve as lead user of warehouse and distribution software systems at designated CALPIA locations to utilize and provide staff guidance associated with these systems.
14. Act as the lead trainer, including determining training content, materials and format at designated CALPIA locations to provide instruction on warehouse and distribution technology and processes.
15. Serve as lead manager at designated CALPIA locations as primary point of contact for all activities and responsibilities related to warehouse and distribution functions including but not limited to communications with CALPIA headquarters, institution staff, and on sight CALPIA administrator to effectively address challenges and manage a dynamic work environment.
16. Effectively communicate with other CALPIA factory and warehouse staff at multiple locations to coordinate and ensure timely delivery of CALPIA products.
17. Coordinate with contracted vendors to support timely delivery of CALPIA products and complete administrative duties related to purchasing and payment of services provided by these vendors.
18. Complete reporting related to operations performance to effectively communicate

<b>SCOPE (CONTINUED)</b>	<p>information to CALPIA management.</p> <p>19. Make labor and raw material estimates to effectively perform job duties. <b><u>Industrial Warehouse and Distribution Manager II, Prison Industries (in addition to 1-19 above)</u></b></p> <p>20. Effectively manage multiple warehouse and distribution challenges in areas including but not limited to high product volumes, customer deliveries, staffing, vendor relationships, maintenance and purchasing of equipment, health and safety issues to meet CALPIA organizational and customer needs.</p>
<b>VETERANS' PREFERENCE/CAREER CREDITS</b>	<p>Effective January 1, 2014, in accordance with Government Code 18793.1 and 18973.5, whenever any veteran, widow or widower of a veteran, or spouse of a 100 percent disabled veteran achieves a passing score on an open examination, he or she shall be ranked in the top rank of the resulting eligibility list. This section shall not apply to any veteran who has been dishonorably discharged or released.</p> <p>Due to changes in the law, which were effective January 1, 1996, VETERANS WHO HAVE ACHIEVED PERMANENT CIVIL SERVICE STATUS ARE NOT ELIGIBLE TO RECEIVE VETERANS' CREDITS.</p> <p>Career Credits are not granted in "OPEN" exams.</p>
<b>QUESTIONS</b>	<p>If you have any questions concerning this announcement, please contact CALPIA, Examination Unit, 560 East Natoma Street, Folsom, CA 95630-2200 at (916) 358-2696.</p>

### GENERAL INFORMATION

For an examination without a written feature, it is the candidate's responsibility to contact the California Prison Industry Authority at (916) 358-2696 three weeks after the final filing date if he/she has not received a progress notice. If a candidate's notice of oral interview or performance test fails to reach him/her prior to the day of the interview, due to a verified postal error, he/she will be rescheduled upon written request.

Applications are available at CALHR, local offices of the Employment Development Department, CALPIA, and at [www.calpia.ca.gov](http://www.calpia.ca.gov).

If you meet the requirements stated on the reverse, you may take this examination, which is competitive. Possession of the entrance requirement does not assure a place on the eligible list. Your performance in the examination described on the other side of this bulletin will be compared with the performance of the others who take this test, and all candidates who pass will be ranked according to their scores.

**CALPIA** reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service law and rules and all competitors will be notified.

**Examination Locations:** When a written test is part of the examination, it will be given in such places in California as the number of candidates and conditions warrant. Ordinarily, oral interviews are scheduled at Folsom headquarters and correctional institutions throughout the State. However, locations of interviews may be limited or extended as conditions warrant.

**Eligible Lists:** Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) Subdivisional promotional, 2) departmental promotional, 3) multi-departmental, 4) service-wide promotional, 5) departmental open, 6) open. When there are two lists of the same kind, the older must be used first. Eligible lists will expire in from one to four years unless otherwise stated on this bulletin and under certain circumstances may be extended beyond that time.

**General Qualifications:** Candidates must possess essential personal qualifications, including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required. In open examinations, an investigation may be made of employment records and personal history and fingerprinting may be required. Any limitation which restricts a person from safely performing the essential functions of the position may constitute the basis for removal of the candidate's name from the eligible list.

**Background Investigation:** If you are successful in this examination, you may be required to complete a background investigation form disclosing information on arrests and driving violations. Candidates will be fingerprinted to search fingerprint files to disclose any criminal record. The hiring agency will use this information to determine your suitability to become a CALPIA employee. Information collected for a background investigation is distinct from that required on the Examination Application (STD 678) which is completed prior to the examination. You will be required to divulge arrest and/or conviction information on the background investigation document that is not required when completing the Examination Application.

**Veterans' Preference Credits:** Effective January 1, 2014, in accordance with Government Code 18793.1 and 18973.5, whenever any veteran, widow or widower of a veteran, or spouse of a 100 percent disabled veteran achieves a passing score on an open examination, he or she shall be ranked in the top rank of the resulting eligibility list. This section shall not apply to any veteran who has been dishonorably discharged or released. Veteran status is verified by the California Department of Human Resources (CalHR). Directions to apply to Veterans' Preference are on the Veterans' Preference Application (Std. Form 1093), which is available at <http://jobs.ca.gov/Job/VeteransInformation>, and the Department of Veterans Affairs.

**High School Equivalence:** Equivalence to completion of the 12th grade may be demonstrated in any one of the following ways: 1) passing the General Education Development (GED) Test; 2) completion of 12 semester units of college-level work; 3) certification from the State Department of Education, a local school board, or high school authorities that the candidate is considered to have education equivalent to graduation from high school; or 4) for clerical accounting classes, substitution of business college work in place of high school on a year-for-year basis.

**Policy of Nondiscrimination on the Basis of Disability and Equal Employment Opportunity Statement:** The California Prison Industry Authority does not discriminate on the basis of disability in employment or in the admission and access to its program or activities. The Equal Employment Opportunity Office has been designated to coordinate and carry out this agency's compliance with the nondiscrimination requirements to Title II of the Americans with Disabilities Act (ADA). Information concerning the provisions of the ADA, and the rights provided thereunder, is available from the ADA Coordinator at 560 East Natoma Street, Folsom, CA 95630-2200.

**CALIFORNIA PRISON INDUSTRY AUTHORITY**  
**560 EAST NATOMA STREET \* FOLSOM, CA 95630-2200-WWW.CALPIA.CA.GOV**  
**CALIFORNIA RELAY (TELEPHONE) SERVICE FOR THE DEAF OR HEARING-IMPAIRED:**  
**FROM TDD PHONES: 1-800-735-2929 FROM VOICE PHONES: 1-800-735-2922**